

**DECISION PLANNER (INCORPORATING THE FORWARD PLAN)  
COVERING PERIOD: 1st April 2024 – 31st July 2024  
Reissued 18th April 2024  
(Originally published on 1st March 2024 and then reissued on 2nd April 2024)**

This Decision Planner shows the decisions that Braintree District Council expects to take in the next FOUR months.

Braintree District Council are only required to publish Key Decisions to be taken in accordance Regulation 9 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 but have included other types of decision that may be made as the Council is committed to being open and transparent about the business it conducts. The Decision Planner also gives Notices pursuant to Regulation 5 where a decision may be taken in private.

The decisions are listed in date order and relates to decisions expected to be taken by Council, Cabinet, Cabinet Members and Committees. It is important to note that the Planner is continually updated so there may be changes made between publication dates. Further information about these decisions can be found in the Agenda for the meeting or by contacting Governance and Members Team at [governance@braintree.gov.uk](mailto:governance@braintree.gov.uk)

**Key Decisions:**

A key decision is a decision made or to be made by a decision maker in connection with the discharge of a function which is the responsibility of the Cabinet and which is likely to either:-

1. Result in the Council incurring **expenditure** or making a **saving** which are in excess of £150,000 (Financial Test) or
2. To be significant in its effect on Communities living or working in an area comprising of **two or more Wards** (Communities Test)

Key decisions are open to scrutiny by other Members of the Council using a process known as “call-in”. The rules for “call-in” can be found in the Council’s Constitution which is published on [braintree.gov.uk](http://braintree.gov.uk)

Ref No.	Title & Description of Decision	Type of Decision			Decision Maker	Proposed Date of Decision	Consultation & Background Papers	Member Sponsor	Contact Officer	Decision Expected to be Taken in Private?
		Key	Council	Non-Key						
DP/2023/80	<b>To Elect a Chairman and Vice Chairman of the Council</b> – To elect a Chairman and Vice Chairman of the Council for the Civic Year 2024/25		*		AGM	22nd April 2024			Kim Mayo	No
DP/2023/81	<b>Leader of the Council</b> – To note that Councillor Graham Butland is the Leader of the Council as appointed at the Council's AGM on 25th May 2023 for a four year term of Office		*		AGM	22nd April 2024	Report and Minutes of AGM – 25th May 2023	Cllr G Butland	Kim Mayo	No

Ref No.	Title & Description of Decision	Type of Decision			Decision Maker	Proposed Date of Decision	Consultation & Background Papers	Member Sponsor	Contact Officer	Decision Expected to be Taken in Private?
		Key	Council	Non-Key						
DP/2023/82	<p><b>Leader's Announcements</b> – To receive notice from the Leader of the Council:</p> <ul style="list-style-type: none"> <li>The names and Portfolio Areas of the Members of Cabinet;</li> <li>The Leader's Scheme of Delegation for 2024/25;</li> </ul> <p>Appointment to Sub-Committees, Working Groups and Member Reference Group of Cabinet</p>		*		AGM	22nd April 2024	Report and Minutes of AGM – 25th May 2023	Cllr G Butland	Kim Mayo	No
DP/2023/83	<b>Appointments to Committees of the Council</b>		*		AGM	22nd April 2024		Cllr G Butland	Kim Mayo	No
DP/2023/84	<b>Council Appointments to Outside Bodies for the Civic Year of 2024/25</b>		*		AGM	22nd April 2024		Cllr G Butland	Kim Mayo	No

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		Key	Council	Non-Key						
DP/2023/85	<b>Annual Timetable of Council Meetings 2024/25</b>		*		AGM	22nd April 2024		Cllr G Butland	Kim Mayo	No
DP/2023/87	<b>Constitution Update</b>		*		AGM	22nd April 2024		Cllr G Butland	Kim Mayo	No
DP/2024/17	<b>Adoption of New Member Code of Conduct</b>		*		AGM	22nd April 2024		Cllr G Butland	Kim Mayo	No
DP/2024/04	<b>Award of Contract for Refuse and Recycling Sacks</b>	*			Cabinet	20th May 2024		Cllr T Cunningham	Cyrille Yemeli	No
DP/2024/03	<b>Annual Plan 2024/25</b> – to approve the Plan for the District and agree the proposed key actions and performance measures up to March 2025	*			Cabinet	20th May 2024	Annual Plan 2024/25	Cllr G Butland	Tracey Headford	No

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		Key	Council	Non-Key						
DP/2023/45	<b>Braintree District Council Asset Considerations</b> - To consider future options in relation to Council owned Assets			*	Cabinet	20th May 2024		Cllr K Bowers	Emma Goodings / Saila Huq	Yes
DP/2024/09	<b>Off Street Parking Places Order</b> – variation to existing Off Street Parking Places Order	*			Cabinet	20th May 2024		Cllr G Butland	Paul Partridge	No
DP/2022/51	<b>Witham Community Centre</b> – to agree to the transfer of the Community Centre and adjoining sports grounds.	*			Cabinet	20th May 2024	TBC	Cllr K Bowers	Saila Haq	Yes
DP/2024/10	<b>Homelessness and Rough Sleeping Strategy 2024 - 2029</b>	*			Cabinet	20th May 2024	Strategy Evidence document Results of public consultation Action Plan	Cllr L Bowers-Flint	Carly Jones	No

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		Key	Council	Non-Key						
DP/2024/13	<b>Public Spaces Protection Order</b> – to consider the use of this power to deal with anti-social behaviour in Braintree Town Centre	*			Cabinet	20th May 2024		Cllr M Cunningham	Tracey Parry	No
DP/2024/18	<b>Skatepark Refurbishment Project update</b>	*			Cabinet	20th May 2024		Cllr T Cunningham	Jenny Beck	No
DP/2023/86	<b>Members Allowance Scheme 2024/25</b>		*		Council	10th June 2024		Cllr G Butland	Kim Mayo	No
DP/2023/69	<b>Gateway to Homechoice – advertising of properties</b> – to approve changes to the Allocations Policy	*			Cabinet	1st July 2024		Cllr L Bowers-Flint	Donna Goodchild	Yes
DP/2023/21	<b>Access rights over land adjoining Horizon 120</b>			*	Cabinet	1st July 2024		Cllr K Bowers	Dominic Collins	Yes

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		Key	Council	Non-Key						
DP/2024/11	<b>Leisure Management – Service Delivery Options Appraisal</b>	*			Cabinet	1st July 2024		Cllr L Bowers-Flint	Peter Appleton	Yes
DP/2024/14	<b>Fourth Quarter and Annual Performance Report 2023/24</b> – to inform Cabinet on the performance of the Council			*	Cabinet	1st July 2024	Fourth Quarter and Annual Performance Report 2023/24	Cllr K Bowers	Tom Williams	No
DP/2024/15	<b>Waste Strategy for Essex</b> – To adopt a strategy for the management of waste across Essex for the next 30 years (to 2054)	*			Cabinet	1st July 2024	Environment Act 2021 Simpler Recycling/Collection and Packaging Reforms Defra’s Resources and Waste Strategy	Cllr T Cunningham	Charlotte Paine	No
DP/2024/16	<b>Procurement of 7 Light Commercial Vehicles for 2025/26</b>	*			Cabinet	1st July 2024		Cllr T Cunningham	Debbie Bezzina	No
DP/2024/12	<b>Microsoft Enterprise Agreement</b>	*			Cabinet	1st July 2024		Cllr K Bowers	Paul Reid	No

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DP/2024/19	<b>To Consider the Proposal to Develop a Community Delivery Plan for 2025-28</b>			*	Cabinet	1st July 2024	Report and Minutes of Council – 18th March 2024	Cllr G Butland	Jessica Mann	No
DP/2024/20	<b>Braintree District Council Productivity Plan</b>			*	Cabinet	1st July 2024		Cllr G Butland	Suzanne Bennett	No



**DECISIONS TO BE TAKEN BY CABINET MEMBERS UNDER DELEGATED POWERS**

<b>Ref No.</b>	<b>Title and Description of Decision</b>	<b>Cabinet Member</b>	<b>Corporate Priority/Vision/Outcome</b>	<b>Proposed date of decision</b>	<b>Consultation and Background papers</b>	<b>Contact Officer</b>
CD/2024/04	<b>Approval of the award of contract for the Green Skills Training Programme</b>	Cllr F Ricci	Promoting prosperity	30th April 2024	Tender Specification  Reports and minutes for Cabinet – 25th July 2022  Braintree District Council Growth Strategy 2023-2028  Braintree District Council Climate Change Strategy  Braintree District Council Corporate Objectives 2020-2024	Heidi Turnbull
CD/2024/05	<b>Award of Contracts for New Light Commercial Vehicles</b>	Cllr T Cunningham	Delivering and innovating	30th April 2024	Minute 41(2) of Cabinet 18th December 2023	Debbie Bezzina
CD/2024/08	<b>Approval of a Community Impact Grant</b>	Cllr G Butland	Supporting our communities	30th April 2024	Reports and minutes for Cabinet – 18th December 2023	Rachel Kelly
CD/2024/10	<b>Grant Agreements with Citizens Advice Braintree and South Essex and Community360 for 2024/25</b>	Cllr M Cunningham	Supporting our communities	30th April 2024		Tracey Parry

CD/2024/11	<b>Play Area Refurbishment</b> - to improve safety surfacing to 8 sites in the District	Cllr T Cunningham	Enhancing our environment	1st August 2024		Rick Sargeant
CD/2024/12	<b>Play Area Refurbishment for 2024/25</b> – to refurbish our play areas to enable these to be safe for use	Cllr T Cunningham	Enhancing our environment	1st August 2024		Rick Sargeant
CD/2024/13	<b>Play Area Refurbishment</b> – to improve the Play Area at Clare Road, Braintree	Cllr T Cunningham	Enhancing our environment	1st August 2024		Rick Sargeant

**NOTICE OF INTENTION TO HOLD A MEETING IN PRIVATE:  
NOTICE UNDER REGULATION 5(2)**

Braintree District Council is required to give 28 clear days' notice of its intention to hold a meeting of an executive decision making body in private. Notice is given that it intends to hold the following Cabinet meeting or part of that meeting in private:

ITEM	DATE OF MEETING (at least 28 clear days after the start of the Notice period)	DATE NOTICE PUBLISHED	REASONS FOR THE MEETING TO BE HELD IN PRIVATE
<p><b>Witham Community Centre</b> – to agree to the transfer of the Community Centre and adjoining sports grounds.</p> <p>(DP/2022/51)</p>	Cabinet – 20th May 2024	2nd October 2023	<p>It is proposed that Cabinet will resolve under Section 100A(4) of the Local Government Act 1972 and the Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2000 (as amended) to exclude the public from the meeting for this item of business as it involves the likely disclosure of exempt information as defined in Para 3 of Part 1 of Schedule 12A to the Local Government Act 1972 (financial/business affairs of a particular person, including the authority holding information).</p>
<p><b>Braintree District Council Asset Considerations</b> - To consider future options in relation to Council owned Assets</p> <p>(DP/2023/45)</p>	Cabinet – 20th May 2024	1st February 2024	<p>It is proposed that Cabinet will resolve under Section 100A(4) of the Local Government Act 1972 and the Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2000 (as amended) to exclude the public from the meeting for this item of business as it involves the likely disclosure of exempt information as defined in Para 3 of Part 1 of Schedule 12A to the Local Government Act 1972 (financial/business affairs of a particular person, including the authority holding information).</p>

<p><b>Gateway to Homechoice – advertising of properties</b> – to approve changes to the Allocations Policy</p> <p>(DP/2023/69)</p>	<p>Cabinet – 1st July 2024</p>	<p>1st December 2023</p>	<p>It is proposed that Cabinet will resolve under Section 100A(4) of the Local Government Act 1972 and the Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2000 (as amended) to exclude the public from the meeting for this item of business as it involves the likely disclosure of exempt information as defined in Para 3 of Part 1 of Schedule 12A to the Local Government Act 1972 (financial/business affairs of a particular person, including the authority holding information).</p>
<p><b>Access rights over land adjoining Horizon 120</b></p> <p>(DP/2023/21)</p>	<p>Cabinet – 1st July 2024</p>	<p>1st February 2024</p>	<p>It is proposed that Cabinet will resolve under Section 100A(4) of the Local Government Act 1972 and the Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2000 (as amended) to exclude the public from the meeting for this item of business as it involves the likely disclosure of exempt information as defined in Para 3 of Part 1 of Schedule 12A to the Local Government Act 1972 (financial/business affairs of a particular person, including the authority holding information).</p>
<p><b>Leisure Service Options Appraisal</b></p> <p>(DP/2024/11)</p>	<p>Cabinet – 1st July 2024</p>	<p>1st March 2024</p>	<p>It is proposed that Cabinet will resolve under Section 100A(4) of the Local Government Act 1972 and the Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2000 (as amended) to exclude the public from the meeting for this item of business as it involves the likely disclosure of exempt information as defined in Para 3 of Part 1 of Schedule 12A to the Local Government Act 1972 (financial/business affairs of a particular person, including the authority holding information).</p>

If a member of the public wishes to make representations about why this meeting(s) should be held in public they should be sent no later than 5 working days before the meeting addressed to: Kim Mayo, Head of Governance, Braintree District Council, Causeway House, Bocking End, Braintree, Essex, CM7 9HB. Email: - [kim.mayo@braintree.gov.uk](mailto:kim.mayo@braintree.gov.uk) or [governance@braintree.gov.uk](mailto:governance@braintree.gov.uk)